



# UNIVERSITY OF MASSACHUSETTS-AMHERST

Procurement Department  
407 Goodell Bldg., 140 Hicks Way  
Amherst, MA 01003-9334

voice: 413-545-0361 fax: 413-545-1643

email: [procurement@admin.umass.edu](mailto:procurement@admin.umass.edu) Web Page: [www.umass.edu/procurement](http://www.umass.edu/procurement)

(THIS IS NOT AN ORDER)

## REQUEST FOR BID # CA10-RH-3528

«Name» «Address_1» «Address_2» «City», «State» «Zip»	RFB Opening Date & Time: <b>September 24, 2009</b> <b>@ 1:00 PM</b>		
	Requested by: Rosemary A. Hassay, Purchasing Manager Telephone: 413-545-0361 Department: Procurement Department Date Prepared: 9/11/2009		
	<b>Description</b> <b>BIDS ARE REQUESTED FOR THE ANNUAL CAMPUS CONTRACT FOR PHOTOCOPYING PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON SEPTEMBER 24, 2009 AT 1:00 P.M.</b>  <b>The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.</b>  <b>Contract Term: Date of the award through June 30, 2010.</b> <b>(all pricing is to remain firm throughout the entire contract term)</b>	<b>Unit Price</b>	<b>Total Price</b>

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ [procurement@admin.umass.edu](mailto:procurement@admin.umass.edu)

### IMPORTANT INFORMATION

- It is the bidder's responsibility to insure that their bid is received in its entirety by the University of Massachusetts, Procurement Department, 407 Goodell Building, 140 Hicks Way, Amherst, MA 01003-9334 by 1:00 PM on the bid opening date specified above. Bids received after the specified date/time or at a location other than what is listed in the RFB will be rejected and placed unopened in the bid file.
- Bids may be faxed provided that they are followed up by a hard copy with written signature within 5 days of the bid date. All faxed bids must be received by the Procurement fax by the date and time of the bid above.
- All prices are FOB Destination, delivery free of all charges to: University of Massachusetts Amherst at a location specified on a purchase order.
- Bidders must list their Taxpayer's Identification Number here: \_\_\_\_\_ - \_\_\_\_\_
- Bid may not be materially altered after the bids have been opened. Only the Director of Procurement can determine what a material alteration is.
- All prices must be submitted on a Net Basis. Unit price shall prevail in case of mathematical error. Payment: 30 Days
- Bids on items that differ from specifications will be rejected at the discretion of the Director of Procurement. Proprietary names are quoted for informational purposes only and are not meant to limit competition. The right is reserved to accept the bid deemed best for the University.
- Exceptions to any terms and conditions contained herein or in the bid specifications, must be noted by bidder in bid. The Director of Procurement reserves the right to reject any bid that does not conform to the specifications.

Vendor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Person Submitting Bid: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Zip: \_\_\_\_\_



**University of Massachusetts Amherst  
Department of Procurement**

**Request for Bids:  
Annual Campus Contract for “Photocopying”  
per the attached specifications**

**RFB# CA10-RH-3528**

**Bid Opening Date – September 24, 2009@ 1:00 p.m.**

The Procurement Department at the University of Massachusetts Amherst is extending this invitation to bid on the annual Campus Contract for “Photocopying” per the following specifications. The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.

**NOTICE.** Successful vendor shall not accept any job without first receiving a hard copy purchase order, electronic or actual from the University of Massachusetts Amherst.

Please submit bids based on specifications provided. Actual jobs may vary; specifications are to insure equality of bid basis. All prices include pick-ups and deliveries by vendor at UMass, Amherst. Third party pickups and deliveries by mutual consent only.

**Contract Term: Date of award through June 30, 2010.**

*All prices are to remain firm throughout the entire term of the contract.*

Delivery: FOB Destination, Amherst, MA

The University is not responsible for any expenses that may be incurred by any bidder to prepare or submit bids.

All responses to this bid shall be made on the **Bid Response Sheet** or an exact facsimile thereof. Responses on a form which significantly deviates from the stated response parameters will not be reviewed and may be grounds for disqualification at the University’s sole discretion.

Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the University. The University will not increase the purchase order to the successful vendor for omissions or oversights not due to the fault of the University or its agents. All changes must be approved in writing.

The successful bidder will be required to provide original signed W-9 form to the University if they are not already a recognized University vendor. A copy of this form can be accessed at: [www.umass.edu/procurement](http://www.umass.edu/procurement) - Click on “Forms” – Click on “University of Massachusetts Substitute W-9 Form”.

Bidders shall deliver **two (2) copies** of their bid response to the following address by **Thursday, September 24, 2009 at 1:00pm, at which time the bids will be opened and publicly read.** Bids shall be clearly marked and addressed to:

**University of Massachusetts  
Procurement Department  
407 Goodell Bldg. ~ 140 Hicks Way  
Amherst, MA 01003  
Fax 413-545-1643  
*Attention: RFB# CA10-RH-3528***

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted, provided the original is received within 5 working days after bid deadline submission date.

All questions from prospective vendors regarding this Request for Bid shall be referred to the Purchasing Manager in the Procurement Department by email or fax only, by Wednesday, September 16, 2009 at 2:00 PM. No telephone calls will be entertained. Inquiries received after the specified date and time will not be accepted. The University will E-Mail its response to all questions to all bidders of record by formal addendum by Thursday, September 17, 2009. The contact information for this individual is:

<p style="text-align: center;"><b>University of Massachusetts Amherst</b> <b>Rosemary A. Hassay, Purchasing Manager</b> <b>Fax: (413) 545-1643</b> <b>Email: <a href="mailto:procurement@admin.umass.edu">procurement@admin.umass.edu</a></b></p>
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The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical.

The University of Massachusetts is an Affirmative Action, Equal Opportunity Employer.

**University of Massachusetts Amherst**

**Bid Response Sheet – Page 1**

**RFB# CA10-RH-3528**

**Campus Contract – “Photocopying” per the following specifications**

**Bid Opening Date: September 24, 2009 @ 1:00 pm**

**NOTE:** Prices do not include royalties or charges for securing copyright permissions.

Call vendor for quotes on a job-by-job basis.

All copy supplied to vendor will be camera-ready.

**I. BLACK COPIES**

**A. 20# standard recycled white bond.**

Please identify paper: \_\_\_\_\_

% recycled: \_\_\_\_\_

% post-consumer waste: \_\_\_\_\_

**8-1/2” x 11”**

Quantity	One Side Printed (Unit Cost)	Two Sides Printed (Unit Cost)	Auto feed copies totaling 1,000 will be priced at (Unit Cost)
1-4 copies	\$ _____	\$ _____	
5-49 copies	\$ _____	\$ _____	\$ _____ single-sided
Price per copy thereafter	\$ _____	\$ _____	\$ _____ double-sided

**8-1/2” x 14”**

Quantity	One Side Printed (Unit Cost)	Two Sides Printed (Unit Cost)	Auto feed copies totaling 1,000 will be priced at (Unit Cost)
1-4 copies	\$ _____	\$ _____	
5-49 copies	\$ _____	\$ _____	\$ _____ single-sided
Price per copy thereafter	\$ _____	\$ _____	\$ _____ double-sided

**11” x 17”**

Quantity	One Side Printed (Unit Cost)	Two Sides Printed (Unit Cost)	Overnight 11” x 17” jobs 1,000 will be priced at (Unit Cost)
1-4 copies	\$ _____	\$ _____	
5-49 copies	\$ _____	\$ _____	\$ _____ single-sided
Price per copy thereafter	\$ _____	\$ _____	\$ _____ double-sided

**University of Massachusetts Amherst**

**Bid Response Sheet – Page 2**

**RFB# CA10-RH-3528**

**Campus Contract – “Photocopying” per the following specifications**

**Bid Opening Date: September 24, 2009 @ 1:00 pm**

**B. 20# standard (non-recycled) white bond.** Please identify paper: \_\_\_\_\_

**8-1/2” x 11”**

Quantity	One Side Printed (Unit Cost)	Two Sides Printed (Unit Cost)	Auto feed copies totaling 1,000 will be priced at (Unit Cost)
1-4 copies	\$ _____	\$ _____	
5-49 copies	\$ _____	\$ _____	\$ _____ single-sided
Price per copy thereafter	\$ _____	\$ _____	\$ _____ double-sided

**8-1/2” x 14”**

Quantity	One Side Printed (Unit Cost)	Two Sides Printed (Unit Cost)	Auto feed copies totaling 1,000 will be priced at (Unit Cost)
1-4 copies	\$ _____	\$ _____	
5-49 copies	\$ _____	\$ _____	\$ _____ single-sided
Price per copy thereafter	\$ _____	\$ _____	\$ _____ double-sided

**11” x 17”**

Quantity	One Side Printed (Unit Cost)	Two Sides Printed (Unit Cost)	Overnight 11” x 17” jobs 1,000 will be priced at (Unit Cost)
1-4 copies	\$ _____	\$ _____	
5-49 copies	\$ _____	\$ _____	\$ _____ single-sided
Price per copy thereafter	\$ _____	\$ _____	\$ _____ double-sided

**II. COLOR COPIES**

Number of Copies per each original	8-12” x 11” Unit Cost	8-12” x 14” Unit Cost	11” x 17” Unit Cost
1	\$ _____	\$ _____	\$ _____
2	\$ _____	\$ _____	\$ _____
3	\$ _____	\$ _____	\$ _____
4	\$ _____	\$ _____	\$ _____
5-9	\$ _____	\$ _____	\$ _____
10-19	\$ _____	\$ _____	\$ _____
20+	\$ _____	\$ _____	\$ _____
50+	\$ _____	\$ _____	\$ _____

Prices are based on reflective original.

Add to price of total order if original is a slide: \$ \_\_\_\_\_

Add to price of total order if original is to be reduced or enlarged: \$ \_\_\_\_\_

Indicate maximum Reduction \_\_\_\_\_ %  
Enlargement \_\_\_\_\_ %

**University of Massachusetts Amherst**

**Bid Response Sheet – Page 3**

**RFB# CA10-RH-3528**

**Campus Contract – “Photocopying” per the following specifications**

**Bid Opening Date: September 24, 2009 @ 1:00 pm**

**III. OTHER CHARGES AND OPTIONS:**

A. Give up charge (if any) to the above unit prices for originals that require special handling;  
i.e., originals that must be hand-fed for special placement on the copier:  
\$ \_\_\_\_\_ surcharge per original put in position.

B. Delivery:

Maximum number of copies per order for same day delivery at no additional charge: \_\_\_\_\_ copies

At what quantity break would there be an up charge (if any) for same day delivery: \_\_\_\_\_ copies.

Please indicate up charge (if any): \$ \_\_\_\_\_

C. For the most part, originals will be dropped off and picked up at the vendor’s location by the requesting department.

Would there be an additional charge for copies that are to be delivered to the requesting department at the University?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate the charge per delivery: \$ \_\_\_\_\_

D. Bindery Work:

Collating (machine): \$ \_\_\_\_\_ per 100 Collating (hand): \$ \_\_\_\_\_ per 100.

Folding: 1 fold \$ \_\_\_\_\_ per 100; 2 folds \$ \_\_\_\_\_ per 100. Min. charge: \$ \_\_\_\_\_

Cutting: \$ \_\_\_\_\_ per cut per 1,000 sheets or less. Min. charge \$ \_\_\_\_\_

3-hole drilling: \$ \_\_\_\_\_ per set of \_\_\_\_\_ pages. Min. charge \$ \_\_\_\_\_

Stapling: 1 staple \$ \_\_\_\_\_ per set

Hand Stapling:

2 staples \$ \_\_\_\_\_ per set \$ \_\_\_\_\_ per staple

3 staples \$ \_\_\_\_\_ per set

Maximum number of sheets that can be stapled: \_\_\_\_\_ per set

Padding: \$ \_\_\_\_\_ each pad. Maximum sheets per pad: \_\_\_\_\_ Min. charge \$ \_\_\_\_\_

Plastic Comb Bind, per set: ≤ 1/2”\$ \_\_\_\_\_ ≤ 3/4”\$ \_\_\_\_\_ ≤ 1”\$ \_\_\_\_\_

**University of Massachusetts Amherst**

**Bid Response Sheet – Page 4**

**RFB# CA10-RH-3528**

**Campus Contract – “Photocopying” per the following specifications**

**Bid Opening Date: September 24, 2009 @ 1:00 pm**

**IV. OTHER PAPER CHOICES** (*Extra Charge – add to Standard copy prices from Section I*):

Colored 20# bond	8 1/2” x 11”	8 1/2” x 14”	11” x 17”
Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____

24 # Atlas Bond, 25 Cotton; Recycled Bright White

Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____

24# Strathmore Writing Recycled, or equal, white or colors

Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____

60# Offset, uncoated, white

Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____

70# Offset, uncoated, white

Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____

67# Vellum Bristol, white or colors

Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____

65# Cover stock, white

Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____

**University of Massachusetts Amherst**

**Bid Response Sheet – Page 5**

**RFB# CA10-RH-3528**

**Campus Contract – “Photocopying” per the following specifications**

**Bid Opening Date: September 24, 2009 @ 1:00 pm**

**V. MISCELLANEOUS**

A. **Bidder’s Physical Location:** Describe your physical location; i.e., location of office, the floor on which office is located, availability of free parking in proximity to your office, handicapped accessibility to your office, availability of handicapped parking, etc.

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B. List procedures and services that require additional time (specify) to produce:

- Hand Collating       Folding       Stapling       Binding
- Special Order Paper     Printing from Disks     Special Handling of Originals
- Other \_\_\_\_\_

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C. Bid prices shall apply to all copying equipment at vendor’s location, regardless of the circumstances.

List manufacturers’ names, models, and types of all copying equipment at your location:

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D. Invoices shall be itemized according to bid prices so that it is clear to the University, and to its auditors, how vendor arrived at the total. If it is unclear as to exactly how vendor arrived at the respective total, processing of the bill in question will be delayed until such clarification has been furnished by the vendor.

E. Will your company accept the University Purchasing Card (Procard) as the payment method for all invoices?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

F. Indicate your business hours: Monday-Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_ Sunday: \_\_\_\_\_

G. Prices shall remain firm throughout the term of the contract.

**H. No single job issued against this contract may exceed \$5,000.**

I. Any additions/exceptions to the bid terms and conditions as contained herein must be so noted in vendor’s bid

**University of Massachusetts Amherst**

**Bid Response Sheet – Page 6**

**RFB# CA10-RH-3528**

**Campus Contract – “Photocopying” per the following specifications**

**Bid Opening Date: September 24, 2009 @ 1:00 pm**

J. The University of Massachusetts Amherst reserves the right to reject any or all bids, wholly or in part, and to make the award in a manner deemed to be in the University’s best interest.

K. Based on your bid prices, please cost out the following typical jobs. In order that bids can be fairly evaluated, bidder shall use the math formulas shown to cost out these jobs, as well as any similar jobs that bidder might be awarded under the contract.

**Sample Project # 1:** 21 plastic comb bound sets of 314 hand-placed originals, printed both sides, on 8 1/2” x 11”,  
20# white, recycled bond paper, collated, **next day delivery:**

Formula: 314 hand-placed originals	x \$ _____/ea	=	\$ _____
157 sheets x 21 = 3,297 sheets, printed 2 sides	x \$ _____	=	\$ _____
3,297 sheets collated	x \$ _____/C	=	\$ _____
21 sets, bound	x \$ _____/set	=	\$ _____

**Total Cost for Job** \$ \_\_\_\_\_

Up charge for same day delivery (if applicable): = \$ \_\_\_\_\_

**Sample Project # 2:** 500 sets of 30 originals, printed both sides, collated and stapled (one upper left), on 8 1/2” x 11”,  
20# white, recycled bond paper, **next day delivery:**

Formula: 15 sheets x 500 = 7,500 sheets, printed 2 sides	x \$ _____	=	\$ _____
7,500 sheets collated	x \$ _____/C	=	\$ _____
500 sets, stapled	x \$ _____/set	=	\$ _____

**Total Cost for Job** \$ \_\_\_\_\_

Up charge for same day delivery (if applicable): = \$ \_\_\_\_\_

**Your signature below signifies that your company complies with the RFB.**

Vendor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Person Submitting Bid: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Zip: \_\_\_\_\_